

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

November 17, 1993

ALL COUNTY LETTER 93-88

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISED FOOD STAMP FORM - FS 9, "IMPORTANT INFORMATION FOOD STAMPS"

REFERENCE: ACL NO. 90-77

This letter transmits a copy of the revised FS 9 (7/93), "Important Information - Food Stamps." This form provides information about Food Stamp Program rules and benefits. It can be given to anyone wanting Food Stamp information and to current Food Stamp recipients as a reminder of program rules. As explained in All County Letter No. 90-77, MPP Section 40-107.15 specifies that the FS 9 is a required form that must be provided to all applicants for Aid to Families with Dependent Children.

The FS 9 was revised to clarify requirements regarding the acceptance of loose food stamp coupons and to incorporate minor editorial changes. The Food and Nutrition Service has brought to our attention that no authorized retail food store may accept loose \$5 and \$10 coupons if they are not accompanied by the corresponding book cover. Therefore, the section "How do I use the food stamps after I get them?" has been revised to reflect this policy. A summary of the significant changes to the FS 9 is attached.

STOCK

The California Department of Social Services (CDSS) warehouse will no longer stock the earlier version of the FS 9. Counties should begin using the revised FS 9 (7/93), English, and FS 9 (7/93)(Sp), Spanish, as soon as the stock is available from the CDSS warehouse, which is anticipated to be January 1994. County Welfare Departments (CWDs) may order stock from the CDSS warehouse according to the forms ordering procedures contained in the County Forms Catalog.

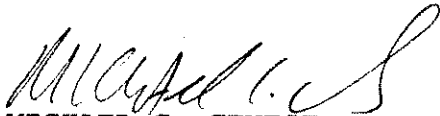
Note:

CWDs that print their own stock may obtain a camera-ready copy of the form in English or Spanish by contacting the CDSS Forms Management Unit at (916) 657-1907 or CALNET 437-1907.

TRANSLATIONS

Camera-ready copies of the translated form in Cambodian, Laotian, Chinese, and Vietnamese will be transmitted by the Language Services Bureau under separate cover. If you have any questions regarding these translations, please contact Shirley Lu-Kung, Language Services Bureau, at (916) 654-1277 or CALNET 464-1277.

If you have any questions regarding the FS 9 (7/93), please contact Nancy Yee, Food Stamp Program Bureau, at (916) 654-1065 or CALNET 464-1065.

  
MICHAEL C. GENEST  
Deputy Director  
Welfare Programs Division

Attachment

c: CWDA

SUMMARY OF CHANGES - FS 9

o Page 1

- In the section "HOW DO I ASK FOR FOOD STAMPS?," the last paragraph, first sentence, the word "can" was changed to "may."
- In the section "WHAT WILL THE COUNTY ASK ME TO DO?," the third sentence, the word "proof" was added after the word "and" for clarity.
- In the section "WHAT ARE SOME OF THE RULES THAT I HAVE TO MEET TO GET FOOD STAMPS?," item "Monthly Report," the SAWS 7 form was added after the CA 7 report for those counties using the SAWS system.

o Page 2

- Continuing with the rules section, in the item "Amount of Food Stamps," the third sentence was rewritten to delete "how much of the limit" and to include "the amount of food stamps."
- In the section "HOW DO I USE THE FOOD STAMPS AFTER I GET THEM?," the first paragraph, fourth sentence, was rewritten to "Stores will not take \$5 or \$10 food stamps if they are not together with the food stamp coupon book that has the same serial number that is on the food stamps." This was rewritten to more clearly reflect the federal regulation which prohibits authorized retail food stores from accepting coupons, other than the \$1 denomination, which have been detached from the coupon books prior to the time of the food purchase.

## IMPORTANT INFORMATION

### FOOD STAMPS

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#### WHAT IS THE FOOD STAMP PROGRAM?

It's a program that helps low-income households get more and better food than they could buy with just their money. The food stamps come from the Federal government. The Food Stamp Program rules come from Federal law and regulations. The County Welfare Department uses these rules to run the program.

#### HOW DO I ASK FOR FOOD STAMPS?

You ask for food stamps by filling out an application form at the closest County Welfare Department office in the County where you live. The application will be for everyone in your Food Stamp household. In most cases, your Food Stamp household will be all of the people who live with you. Sometimes, people who live with you buy and fix their own food. If they do, they may be able to be in their own Food Stamp household. They would have to fill out their own application form if they want food stamps.

You can also ask for medical benefits and most types of cash aid at the same time by using the same form. If you are asking for your County's local cash aid (i.e., General Relief or General Assistance), you will need to use a different application form. After you turn in your application form, the County will set up a time for you to talk to a worker. Most of the time, you will be able to talk to the same worker about cash aid.

If you need food stamps right away because you do not have much money or a place to live, you may get "Expedited Service." If you meet the rules for Expedited Service, you can get food stamps within three (3) days from the date you turned in your application form.

#### WHAT WILL THE COUNTY ASK ME TO DO?

Your worker will need to know certain facts to find out if you meet all of the rules. Your worker will need proof of some of these facts. You will need to give to your worker new proof anytime the facts change and proof of your earnings each month. Your worker will tell you which facts need proof. If you don't give your worker the facts or proof, your worker may have no choice but to deny or stop your food stamps until you do all that you can to get them.

If you need help in getting the proof, your worker will help you get it or tell you if there is another way you can show proof.

#### WHAT ARE SOME OF THE RULES THAT I HAVE TO MEET TO GET FOOD STAMPS?

Here are some of the rules that everyone has to meet to get food stamps. There are others, but your worker will tell you about them. How many of the other rules apply to you will depend on your situation.

- \* **Social Security Number (SSN):** Everyone, even babies, must have a SSN. If someone in your household doesn't have one, you must do all you can to help that person get one.
- \* **Live In the County:** You must live in the County where you are asking for food stamps. If you move to a different County and still want food stamps, you will have to ask for them again in the new County.
- \* **Citizenship:** To get food stamps, you must be either a U.S. citizen or be in this country under an approved alien status. If you are not a U.S. citizen, you will need to give your worker proof of your alien status.
- \* **Register for Work:** Most household members between the ages of 18 and 60 who are able to, but are not working must register for work. A single parent with children under six does not have to register. Some 16 and 17 year old household members may need to register. The entire household could have their food stamps stopped if someone who has to register doesn't do it.
- \* **Monthly Report:** Most households getting food stamps must send in a report to the County each month. This report is called the "Monthly Eligibility Report" (CA 7) or "Monthly Eligibility/Status Report" (SAWS 7). It must be all filled in and turned in on time or your food stamps could be lowered or stopped.

If your household does not have to turn in a CA 7 or SAWS 7, you still have to report within 10 days any changes in your situation or any change of \$25.00 or more in income. These changes can be reported by either calling or writing to your worker. If all of these changes are not reported, your food stamps can be stopped.
- \* **Property Limit:** There is a \$2,000.00 limit on the amount of property (e.g., bank accounts, stocks, etc.) that your household can have and still get food stamps. If someone in your household is at least 60 years old, the limit goes up to \$3,000.00. If you have only one car and it has a value of less than \$4,500.00, it will not be counted as part of the limit. Your house and furniture are not part of the limit as long as you live in your home.

SEE OTHER SIDE FOR MORE INFORMATION

## RULES (Cont.)

- \* **Amount of Food Stamps:** Federal law sets a limit on the amount of food stamps a household can get each month. This amount depends on the size of your household. If your household has income, the amount of that income left after giving certain deductions will be used to figure out the amount of food stamps you can get. A household cannot get food stamps if it has income that is more than the limit set for its size.

If you ever get too many food stamps, you may have to pay back the extra amount that you should not have gotten. This is called an "overissuance." Overissuances may have to be paid back, even if it wasn't your fault that it happened. In most cases, you will have some food stamps taken away each month until the overissuance is all paid back.

- \* **College or Junior College Students:** Only students who are working, are parents of young children, or who are getting cash aid can get food stamps.

There are other rules which your worker will tell you about. If you do not understand a rule, ask your worker to explain it to you. It is important that you understand all of the rules so that you can get all of the food stamps your household should be getting.

## HOW DO I GET THE FOOD STAMPS?

Some Counties mail the food stamp coupon books to you. Other Counties will send you a "plastic issuance card" or an "authorization form" to be used with an identification card to get the food stamp coupon books from an issuance outlet. Your worker will tell you which method is used and how you will be able to get your food stamp coupon books. If your authorization form or food stamp coupon books are lost, stolen or destroyed, call your worker right away. You may be able to get them replaced.

## HOW DO I USE THE FOOD STAMPS AFTER I GET THEM?

Sign the food stamp coupon books when you get them. This will make it easier to trace if they are lost and turned in. Keep the food stamps in the books until you are ready to pay for your food. Stores will not take \$5 or \$10 food stamps if they are not together with the food stamp coupon book that has the same serial number that is on the food stamps. Stores will take loose \$1 food stamps.

You can use food stamps to buy almost all foods, even seeds or plants to grow your own food. Sales tax will not be added to the price of any item you buy with food stamps.

You cannot use food stamps to buy alcohol or tobacco products, pet food, some already cooked food, or non-food items (like toothpaste, soap, or paper towels).